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DDA 84-0046/11  
23 March 1984

MEMORANDUM FOR: Director of Central Intelligence  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 23 March 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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b. A small group from the White House Communications Agency met with representatives from the Office of Data Processing and the Office of Security to discuss computer security. Also discussed were special problems being encountered by the White House in accessing their virtual machine timesharing computer systems.

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d. A meeting between Agency representatives and officials at the National Archives and Records Service (NARS) was held on 19 March to work out specific procedures for

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accessioning OSS records to the National Archives. Attending were the Agency Historian and Office of Information Services (OIS) and DO/Information Management Staff (DO/IMS) personnel. It was agreed that a team of three CIA officers from OIS and DO/IMS will work closely with NARS employees to alert them to sensitive information in each group of records as they are accessioned.

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- ✓ f. As part of the Agency's Quality of Life program, a blue-gray antimicrobial carpet was installed in all elevators in the Headquarters Building during the weekend of 17 to 18 March 1984.
- ✓ g. Drawings for the installation of hydraulic barricades on the Headquarters compound were completed and sent to the Domestic Security Branch, Office of Security, on 16 March 1984. The Office of Security will forward the drawings to Delta Scientific Corporation with a request to provide a cost proposal for the installation work.
- h. On 14 March Chief, Field Operations Division and Chief, Clinical Activities Division addressed the Career Trainee Development Course on "Medical Risks and Medical Support for the Case Officer Overseas."
- ✓ i. In response to the DCI's 16 March speech on Excellence, the Office of Personnel is working on revisions to regulations and changes in authority mandated by the DCI. The changes will become effective as promptly as possible. Supplementary steps to maintain the Excellence momentum are also being developed.
- j. Lists of January and February 1984 annuitants have been distributed to the Directorate Personnel Officers for nominations to the Civilian Reserve Program. Nominees will be processed through the Special Activities Staff/Office of Personnel, Office of Medical Services, and the Office of Security and nominees will be contacted after concurrences have been received.

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k. The Office of Personnel's strategy to develop a special Agency supplemental retirement system rather than accept the status quo was implicitly supported on 13 March when Congressman William Ford chastized several Federal association groups testifying before his Committee. Congressman Ford stated that he believes the current system is not efficient enough and needs improvement, and that the associations should not be so willing to accept the benefits as they are. He stated the need for supplemental legislation should be seen as an opportunity rather than a threat which has been OP's thesis.

1. On 21 March Office of Security representatives participated in a demonstration of the static barriers programmed for installation on the Headquarters compound later this spring.

m. During the week of 23 March, the Office of Security participated in preparing senior Agency representatives to appear before Senator Goldwater and the Senate Select Committee on Intelligence on media leaks.

n. On Tuesday, 13 March, members of the Analysis Training Branch (ATB) met with Mr. Richard Kerr, the ADDI, and several members of his staff, to present the programmed writing course designed for Directorate of Intelligence (DI) analysts. The course was developed at the direction of the ADDI with the assistance of three DI contract annuitants. The course consists of six, thirty-minute video tapes produced by the OTE Media Production Branch, which convey the principles of DI writing, a notebook containing 18 written exercises and an instructor's guide.

3. Significant activities anticipated during the coming week:

25X1 a. The DDA will address the Midcareer Course on Tuesday evening, 27 March [redacted]

b. On Wednesday afternoon, 28 March, the DDA will be meeting with Mr. Ted Withington of Arthur D. Little as a follow-up on the SAFE Project.

25X1 c. On Friday, 30 March, the DDA will host a luncheon for [redacted] Director of Civilian Personnel, NSA.

[redacted]  
Harry E. Fitzwater

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